

# Sandy Town Council

## Minutes of a meeting of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 28 April 2014 commencing at 7.30 pm

**Present:** Cllr J Ali, N Aldis, C Butterfield, A Jackson (Deputy Mayor), C Osborne, M Pettitt, M Scott, K Sharp, D Sharman, R Smith and S Walsh.

**Absent:** Cllrs M Runchman and S Sutton.

**In attendance:** Town Clerk

**Action**

**1 Apologies for absence (16-2014/15)**

Apologies for absence had been received from Cllrs Runchman and Sutton.

Central Bedfordshire Cllrs C Maudlin and N Sheppard had also apologised for absence.

**2 Declarations of interest and requests for dispensations (17-2014/15)**

- i) Declarable Pecuniary Interests - none
- ii) Personal Interests- none
- iii) Dispensations - none

**3 Minutes of previous Town Council meeting (18-2014/15)**

**RESOLVED** to approve the minutes of a meeting of Sandy Town Council held on Monday 7 April 2014 as a correct record of proceedings.

**RESOLVED** to defer consideration of the recommendation in the minutes concerning decommissioning of a CCTV camera at Cauldwell Court minutes under item 8 iii (**08-2014/15**) until the next Town Council meeting on 19 May 2014 pending further information.

**Admin**

**Town Clerk**

**4 Public Participation Session (19-2014/15)**

No members of the public were present but members raised a number of issues of concern from electors.

Cllr Scott reported on a recent accident in Orchard Road when a resident had sustained a broken ankle following a fall caused by a pothole. The matter had been reported to CBC. Cllr Pettitt noted that "sealing" of the road surface had been promised but this would not resolve the potholes. Cllr Walsh raised concern about a dangerous dog and a complaint from a resident who had been bitten by a dog let off the lead in the Sandhills. The Clerk had spoken to the resident and advised on further action through CBC and Bedfordshire Police. Cllr Walsh reported concern that a substantially increased number of 12

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wheeled HGVs were making use of the High Street. Cllr Aldis advised that he would take up these issues at CBC in his capacity as a ward councillor and arrange a site meeting with the Area Technician regarding Orchard Road. He also reported that he had asked for an investigation into the weight bearing capacity of the culvert at the end of Beeston Green in the light of increased HGV movements in the area.

Cllr Aldis

## 5 Minutes of committees and recommendations therein (20-2014/15)

**RESOLVED** to note the minutes of a meeting of the Development Scrutiny Committee held on 14 April 2014.

Admin

**RESOLVED** to note the minutes of a meeting of the Community Services and Environment Committee held on 14 April 2014.

Admin

## 6 Mayoral Communications (21-2014/15)

**RESOLVED** to note the Mayor's recent engagements.

## 7 Staffing Matters (22-2014/15)

**RESOLVED** to exclude members of the public and press from the meeting for the next items of business as this involved likely disclosure of confidential personal information as defined as exempt in Part 1 of Schedule 12 a of the Local Government Act 1972 (personal and confidential data).

- 7.1 A confidential report from the HR Advisory Group together with confidential notes from the HR Advisory meetings on Tuesday 1 April and Thursday 17 April 2014 had been distributed before the meeting and members discussed the recommendations contained therein and other aspects of the report and notes.

**RESOLVED** That the Head Groundsman would report direct to the Town Clerk and would take over the preparation of work allocation using the management system devised and in use for the previous 6 months. If additional support was needed in this department the Town Clerk would ask Council for this at the time.

Town Clerk

**RESOLVED** That a temporary administrator would be employed for an anticipated period of approximately 6 months to work from 9.30 am to 3 pm daily (or similar hours) at a rate of pay equivalent to SCP 18. The council would advertise directly in the local area rather than using a temporary staff agency.

Town Clerk/HR Advisory Group

**RESOLVED** that the Administrator/Mayor's secretary would be awarded a single permanent increment wef 1 April 2014. That a second temporary increment would be awarded wef 1 April 2014 in

Town Clerk

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recognition of additional responsibilities which would fall on the staff member during the next 6 months.

**RESOLVED** that the Administrator would be awarded two permanent increments wef 1 April 2014. **Town Clerk**

**RESOLVED** that the Clerk would be authorised to offer additional hours to the Administrator/Mayor's Secretary and the Administrator as operational needs dictated during this 6 month period.

**RESOLVED** that the Caretaker/Cleaner would continue to be employed to litter pick Bedford Road Recreation Ground at weekends/Bank Holidays for a period of 3 months from the date of the meeting, this arrangement would then be reviewed. **Town Clerk**

**RESOLVED** that a Deputy Clerk would not be appointed for the time being and aspects of the staff restructure previously planned would be put on hold for a time whilst existing staff were given the opportunity to undertake new pieces of work. A review would be held in 12 weeks' time. **Town Clerk**

**RESOLVED** that alterations to the office building would be undertaken in anticipation of staff restructuring (as described in the confidential report prepared for council). **Town Clerk**

7.2 Cllr Walsh reported on a confidential meeting which had been held between the Mayor, Town Clerk and Chairman of the HR advisory group. Members discussed issues arising from this oral report. The Town Clerk left the room for part of this discussion.

**RESOLVED** to seek legal advice on a confidential matter concerning a member of staff and to ensure that the Council provided visible and full support to the member of staff concerned. **Town Mayor**

**RESOLVED** to put on record the Council's wholehearted support of and confidence in the Town Clerk and her performance in her current role.

A recorded vote was requested.

Votes in favour of the resolution: Cllr J Ali, N Aldis, C Butterfield, A Jackson, C Osborne, M Pettitt, M Scott, K Sharp, D Sharman, R Smith and S Walsh.

Votes against the resolution: None

Absentions: None